



July 29, 2010

Adriana Caldera, Grants Manager
Support Network/YWCA of Silicon Valley
1257 Tasman Drive, Suite C
Sunnyvale, CA 94089

SUBJECT: Performance Assessment Report
GRANT AWARD NO.: DV09231259 & DR09011259
RECIPIENT NAME: Support Network for Battered Women

Dear Ms. Caldera:

Thank you for your time and cooperation during my June 30, 2010 Performance Assessment of the Domestic Violence Assistance (DV) program and Domestic Violence Recovery Act (DR) program grants for your agency. As discussed at our exit interview, your agency was found to be in compliance with the requirements set forth in the Cal EMA Recipient Handbook and Grant Award Agreements, with the exception of the following:

- **Fidelity Bond**

Finding: Project did not have a copy of the required Fidelity Bond on file.

Citation: Cal EMA Recipient Handbook (RH) section 2161 states, "Community Based Organizations (CBO) are required to obtain a Fidelity Bond or an equivalent employee dishonesty insurance contract. General liability *does not* fulfill this requirement."

Corrective Action: Please refer to RH sections 2161.1-5 regarding the specific parameters of the required Fidelity Bond coverage. Agency shall submit a copy of the required Fidelity Bond, or policy for appropriate comparable insurance coverage, for the above-referenced grant awards to Cal EMA **September 30, 2010.**

- **Proof of Authority**

Finding: Project did maintain a copy of documentation or proof of authority for the agency's Executive Director to execute into grant award agreement(s) with Cal EMA.

Citation: Cal EMA Recipient Handbook (RH) section 1350 states, "Cal EMA has incorporated Proof of Authority into the Certification of Assurance of Compliance, Section VI, titled 'Proof of Authority from City Council/Governing Board.' All recipients, except for State Agencies, are required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so (e.g., a Resolution, pertinent Minutes, or a letter from the Board Chair). Recipients must maintain this written authorization on file and make it available on demand."

Corrective Action: Please obtain/substantiate formal authority for the current (FY2009-10) and impending (FY2010-11) grant award periods, as outlined in the above-referenced citation, and submit copy of such to Cal EMA **September 30, 2010.**

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Enclosed please find a copy of the completed "Performance Assessment/Site Visit Report" form following my visit, for your review. **Please sign the cover page and return the signed original cover page to me by August 23, 2010**, as confirmation of receipt of this performance assessment report.

Again, I appreciate your time and hospitality during my visit with you and your agency staff. If you have any immediate questions or concerns regarding this matter, please don't hesitate to contact me at 916.324.9221 or via e-mail to michelle.mahon@calema.ca.gov

Sincerely,

Michelle Mahon, Criminal Justice Specialist
Victim Services Branch – Domestic Violence Section

Enclosure

c: Stacy Castle, Chief Operating Officer – YWCA of Silicon Valley/Interim Program Director
Cal EMA R&R Logistics (Grant Files Unit)